

Town of Grafton Technology Committee Meeting Minutes

30 Providence Road
Conference Room E-2
October 20, 2015

Regular Business

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Attendees: Bob Carroll, Bob Hassinger, Bill Jones, Dave Robbins, Neil Trahan (Director of Technology)

Apologies: none

Call To Order

- The meeting was called to order at 7:05 PM by Mr. Carroll.

Status Updates: IT Services Support

- Mr. Trahan introduced himself, describing his background and stating that he has been in his current position since August 3, 2015. He indicated that he is still in the process of familiarizing himself with the current state of the Town and School IT systems, processes, and procedures, and shared with the Committee his expectations, objectives, and priorities. He noted that Greg Childs has primary responsibility for Municipal IT, and Chris Slavinskis has primary responsibility for the network. The Committee stated that its priorities include disaster recovery, security, Web site management, and email transition.

Appointments

- Mr. Carroll reported that he has been unable so far to contact Patricia Myers, who has apparently been appointed to fill the vacancy on the Committee. Mr. Carroll stated that he would follow up on the appointment, including checking with the Town Clerk's office to inquire whether Ms. Myers has been sworn in.

Committee Reorganization

- Upon motion of Mr. Hassinger, seconded by Mr. Jones, Mr. Robbins was unanimously elected to serve as Chair of the Committee.
- Upon motion of Mr. Robbins, seconded by Mr. Hassinger, Mr. Jones was unanimously elected to serve as Clerk of the Committee.

New Business

- The Committee discussed issues encountered with the Town Web site transition that occurred over the past weekend.

Review Prior Meeting Minutes

- Upon motion of Mr. Hassinger, seconded by Mr. Jones, the minutes of August 19, 2014 were unanimously approved.

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- Upon motion of Mr. Hassinger, seconded by Mr. Jones, the minutes of September 23, 2014 were unanimously approved.
- Upon motion of Mr. Hassinger, seconded by Mr. Jones, the minutes of March 3, 2015 were unanimously approved.
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Motion to Adjourn

- Upon motion of Mr. Hassinger, seconded by Mr. Jones, it was unanimously voted to adjourn the meeting at 8:34 PM.

Exhibits

- *None*

Respectfully Submitted,
David C. Robbins, Clerk